



BEDFORD DEPOT PARK ADVISORY COMMITTEE

Town Hall • Bedford, Massachusetts 01730

Meeting of May 20, 2009

MINUTES

Committee members in attendance: Donald Corey (DC); Jim Shea (JS)

Committee members not in attendance: Joseph Piantedosi (JP)

Ex-officio committee members in attendance: Angelo Colao (AC), Selectman Liaison; Richard Jones, Facilities Director (RJ); Rick Reed, Town Manager (RR); Richard Warrington, DPW Director (RW)

In the absence of chairman Joseph Piantedosi, clerk Jim Shea made a motion to elect Donald Corey chairman pro-tem for this day's meeting. DC seconded the motion and it passed by a unanimous vote. JP listened to the meeting via speakerphone.

Chairman pro-tem DC called the meeting to order at 3:12 P.M. at the Town Hall.

RW provided an update on the railroad car renovation project. He said the biggest item remaining on the "punch list" is modifying a vestibule step so that it properly meets the adjacent Freight House platform. This task would also require modification of the railing at the eastern end of the platform. Two remaining components for the sound system remain on order.

RW said recent progress on the Freight House renovation project includes completion of exterior painting and landscaping. The state's contractor is now working to paint the platform railing. Per the project's specifications, he noted, the contractor is supposed to paint the platform's deck, too. RW said he is still trying to find a suitable light fixture for the platform side of the Freight House. RJ inquired about the status of the kiosk. The manufacturer is still working on the kiosk, RW answered. They are awaiting delivery of an LCD screen.

Prior to the Depot Park reception that is scheduled for June 15, RW said that he intends for the DPW's Grounds Division to spruce up the area. The crew will be busy with other projects during this same time frame. RW plans to do some work to the entrance to the Narrow-Gauge Rail-Trail on Loomis Street, too.

AC joined the meeting at 3:35 P.M.

RJ said that he intends to install wiring in the railroad car for an alarm system. JS inquired about closers for the three interior doors. RW suggested that the Facilities Department is better suited to handle this task.

RJ gave an update about the Freight House interior fit-out. The hardwood floor was installed yesterday. Approximately one-third of the electrical work has been completed. He expects that the cabinets and countertop will be installed by June 5.

The countertop has not yet been ordered. The Committee discussed choices for countertop material. Corian was originally planned and budgeted; but RJ does not feel a Corian countertop could be produced and installed prior to the June 15th reception. RJ suggested using a Formica countertop instead. AC asked whether stainless steel has been considered. JS wondered how a Formica countertop would stand up to wear. Should RJ conclude there is insufficient time to install a Corian countertop, DC proposed, then a switch to a more readily available material such as Formica ought to be made. The Committee agreed with this approach.

With respect to Freight House appliances, RJ said that only a dishwasher has been ordered so far. He asked the Committee whether he ought to proceed with ordering the other appliances that are budgeted. DC expressed that the appliances ought to be ordered now so that the Freight House may be reactivated as soon as possible. RJ said he would order the appliances tomorrow.

JS outlined some key steps that would need to be taken to reactivate the Freight House:

- Completion of the interior fit-out that includes a half wall that the Facilities Department is to build;
- Installation of cabinets and countertops;
- A building occupancy permit;
- A health permit;
- Moving furniture and displays from storage and back into the building;
- Reestablishing an account with a beverage wholesaler to purchase product and borrow a cooler.

AC suggested it would be nice to open the Freight House to the public as soon as it is ready—even a “soft opening” prior to June 15. For the event on June 15, if it is not possible to have food available to the public, AC proposed that at a minimum some historical exhibits be placed inside the Freight House. JS said he would proceed with arrangements to set up the Freight House for retail operation once it is known whether the Town will continue the existing non-exclusive license with the Friends.

JS inquired whether RJ will arrange for a health permit or whether the Friends would need to pursue one. RJ said that he has been in regular communication with the health inspector about this project and does not foresee a problem.

RR joined the meeting at 3:56 P.M.

The Committee discussed the format for the planned June 15 reception at Depot Park. DC introduced a draft that was prepared by JP.

- JP suggested by speakerphone that Town committee members and elected officials be invited.
- RR agreed to handle invitations and publicity through *The Bedford Minuteman* and *Bedford Byline*.
- JS and JP agreed to procure and set up refreshments inside the railroad car for the special invited guests; RR will inform them of a final count of people.
- JS will arrange to have one or more volunteers available at the Freight House.
- RW is to provide chairs for the plaza in front of the Freight House and a public address system.
- JP said he would act as the general coordinator for the event.
- The public start time will be 3:30 P.M., RR said. Special guests and speakers ought to arrive at 3:00 P.M.

The Committee discussed contingencies in the event the weather is inclement on June 15. RW would put up a tarp should it be raining that afternoon.

RW asked whether bunting ought to be placed on the building and whether we ought to arrange for someone to photograph the event.

By speakerphone, JP suggested that we inform the V.F.W. about the “ribbon cutting” and request that their parking spaces be made available to the public for the afternoon of June 15. RW said he would reserve spaces in the parking lot for state officials.

RJ distributed a Depot Park Revolving Fund statement dated 5/20/09. The current account balance is \$51,213.64. He noted that the purchase of Freight House appliances will be paid from this account.

RJ said he has identified a part-time custodian who will maintain the public restroom on a straight-time wages basis.

RJ provided an update of the Depot roof project. The contractor is working on the soffits. The workers have received training in handling the asbestos-based shingles but have not yet been permitted by the Department of Environmental Protection to remove them. DC inquired about a completion date. RJ said he expects the work to be finished by June 15. JS observed that the contract specifies an earlier completion date and asked about the contractor’s payment of liquidated damages. RJ said that liquidated damages are often difficult to collect. He added that one week of delay was caused by the Town. RR asked whether this additional week was specified to the contractor in writing. RJ said it was a verbal notification.

DC said we will defer review of the Depot rental RFP to the next meeting that is scheduled for June 3 at 3:00 P.M. at the Town Hall.

RR noted that the Friends’ existing non-exclusive license to utilize the Freight House is to be reviewed by the Selectmen on June 1. By speakerphone, JP said that he plans to attend this meeting.

At 5:12 P.M., JS made a motion to adjourn the meeting. DC seconded the motion; and it passed unanimously.

Submitted by

Jim Shea, Clerk

These minutes were approved by a vote 2-0-1 of the Committee at its meeting of 6/03/09.